



Cheryl E. Johnson, RTA
Assessor and Collector of Taxes
Galveston County

**INFORMATION REGARDING
REQUESTS FOR WAIVER OR REFUND OF P&I**

Cheryl E. Johnson, RTA
Tax Assessor Collector
Galveston County Courthouse
722 Moody Avenue
Galveston, Texas 77550
(409) 766-2284
Toll Free (877) 766-2284
Fax (409) 766-2479

Sheryl R. Swift, RTA
Chief Deputy, Business Services
(409) 766-2474

Rachael F. Crider, RPA
Chief Deputy, Property Tax
(409) 766-2476

Kimberly Hall
Chief Deputy, Operations
(409) 766-2487

Departments:

Property Tax Department
(409) 766-2481

Voter Registration Department
(409) 766-2280
Toll Free (888) 976-2280

Branch Office Locations:

Galveston Courthouse
722 Moody
Galveston, Texas 77550

North County Annex
174 Calder Road
League City, Texas 77573

Texas City Annex
2516 Texas Avenue
Texas City, Texas 77590

West County Annex
11730 Highway 6
Santa Fe, Texas 77510

This information is provided to all parties interested in obtaining a waiver or refund of penalty and interest that has accrued on delinquent property taxes. In order to initiate a request, please complete a Request for Waiver or Refund of Penalty & Interest form (included with this information) and submit it, along with supporting documents, to the Property Tax Department.

Forms and supporting documents may be mailed to: Property Tax Dept., 722 Moody, Galveston, Texas 77550, hand delivered to a GCTO branch or deposited in a Tax Office drop box located at each full-time location (see listing at left), emailed to galcotax@co.galveston.tx.us or faxed to 409-766-2479.

In order to be considered, the levy must be paid, request must be in writing and be received before the 181st day after the delinquency date. . We do not require payment of the penalty and interest for which you seek correction until it is deemed due or unless you fail to respond to these correspondence. Unpaid penalty and interest will be calculated based on the date of the original request.

Should your request be approved, penalty and interest that accrued during this process will be removed and a receipt of taxes paid provided. Should your request be denied, penalty and interest must be paid within 21 days to prevent additional penalty and interest from being assessed. Failure to respond to requests for levy, the request form or other documents within 90 days will result in request being placed in Inactive Status and recommended for denial by Commissioners Court.

The following outlines the provisions and limitations of the Texas Property Tax Code regarding waivers and refunds of penalty and interest:

A. Requests for waiver or refund of penalty and interest shall be granted under the following circumstances:

1. If the delinquency is caused by a clerical error¹ by the appraisal district or tax office and the tax is paid not later than the 21st day after the date the property owner knows of the delinquency [Section 31.011(a)(1)]
2. If the statement is returned undelivered to the tax office by the postal service and the tax office fails to send another statement at least 21 days before the delinquency date to the current mailing address furnished by the property owner and the owner establishes² that the proper address was provided to the appraisal district before September 1 of the year in which the tax is assessed [Section 33.011(b)(1)]

¹ "Clerical error" under Section 1.04(18) is one: (A) that is or results from a mistake or failure in writing, copying, transcribing, entering or retrieving computer data, computing, or calculating; or (B) that prevents an appraisal roll or a tax roll from accurately reflecting a finding or determination made by the chief appraiser, the appraisal review board, or the assessor; however, "clerical error" does not include an error that is or results from a mistake in judgment or reasoning in the making of the finding or determination.

3. If the statement was returned because of an act or omission of an officer, employee, or agent of the taxing unit or the appraisal district in which the taxing unit participates and the taxing unit or appraisal district did not send another tax bill on the property in question at least 21 days before the delinquency date to the proper mailing address [Section 33.011(b)(2)].
 4. If property owner submits evidence sufficient to demonstrate a proper attempt to pay electronically as provided under 31.06(a)² [Section 33.011(h)]
- B. Requests for waiver or refund of penalty and interest may be granted under the following circumstances:
1. If the payment was mailed to an incorrect address that in a prior tax year or within one year of the date that the former address ceased to be correct and the tax was paid within 21 days after the property owner knew of the delinquency [Section 33.011(a)(3)].
 2. If the payment was mailed timely but an act or omission of the postal service or private carrier resulted in postmark or delivery being after the delinquency date [Section 33.011(a)(3)] and if the property owner paid the tax not later than the 21st day after the date the taxpayer knew or should have known of the delinquency [Section 33.011(3)(D)].
 3. If the property is acquired by a religious organization (*certain conditions apply*) [Section 31.011(a)(2)].
 4. If the delinquency relates to a date prior to ownership in the property under a deferral (*and within 181 days of notice*) [Section 33.011(i)(1)].
 5. If the delinquency is the result of property being listed under a different account number and owner on the appraisal roll or results from omitted, erroneously exempted or appraised (*under certain circumstances*) [Section 33.011(i)(2)].
- C. Requests for waiver or refund of penalty and interest will not be granted under the following circumstances as there is no basis in the law to do so:
1. If the property owner furnishes an incorrect mailing address to the appraisal district or the taxing unit or to an employee or agent of the district or unit.
 2. Inability to pay or hardship.
 3. If the delinquency is the result of taxes due under 31.081 (person purchases a business, interest in a business or inventory of a business from a person who is liable for taxes imposed on personal property used in the operation of that business).

Upon payment of the undisputed levy, receipt of request form and supporting documentation, your request will be prepared and presented for consideration by the Penalty & Interest Review Committee (*consisting of the Tax Assessor Collector, Chief Deputy of Property Tax and a representative of the county's delinquent law firm*). The final committee recommendation will be provided to you and, if denied, may be considered by the Galveston County Commissioners. We will assist you with placing the request on the Court's agenda. Commissioners meet every other week at 1:30 pm at the County Courthouse, 722 Moody (21st Street) in Galveston.

² In this situation, a property owner is considered to have furnished a current mailing address to the taxing unit or to the appraisal district if the current address is expressly communicated to the appraisal district in writing or if the appraisal district received a copy of a recorded instrument transferring ownership of real property and the current mailing address of the new owner is included in the instrument or in accompanying communications or letters of transmittal.

REQUEST FOR WAIVER OR REFUND OF PENALTY AND INTEREST

Property Owner Name(s): _____

Property Address or Legal Desc: _____

Daytime Telephone: _____ Email: _____

Tax Account Number(s): _____

Please check all that apply:

- ☐ 1. The levy portion of the property tax is paid in full.
- ☐ 2. The levy was paid timely and penalty and interest are not due.
- ☐ 3. The levy was paid within 21 days of my/our knowledge of the delinquency.
- ☐ 4. This request is made within 181 days after the delinquency date (*unless extended, delinquency date is February 1, thus request would be required to be submitted by July 31*).
- ☐ 5. My tax payment was mailed to an outdated address for the tax office.
- ☐ 6. My tax payment was mailed to an incorrect address for the tax office.
- ☐ 7. This property is owned by a religious organization and has qualified for an exemption by the appraisal district.
- ☐ 8. The penalty and interest was caused by a delinquency that resulted from an error or omission by an officer, employee or agent of the appraisal district or tax office as indicated or explained below:
 - ☐ The appraisal district or tax office was provided a recorded instrument (deed, etc.) or other document (letter, etc.) that included by current mailing address but my records were not updated. (*Include copy of request if available.*)
 - ☐ Other error or omission (*Briefly explain situation. Use additional pages if necessary or attached letter. Include any supporting documentation.*)

I hereby request a waiver or refund of the penalties and/or interest that accrued on my property taxes based upon the information I have provided. I have or will provide any information or documents needed by the Tax Office to support my request.

Date: _____

Signature: _____